

ARMA- MILWAUKEE CHAPTER BOARD

Meeting Minutes

October 6, 2016

I. Call to order

Donald Force called to order the regular meeting of the ARMA-Milwaukee Chapter Board at 7:30 a.m. on October 6, 2016 via conference call.

II. Roll call

The following persons were present: Pamela Bartoli, Donald Force, Ben O'Donnell, Elizabeth Vera, Maggie Elice Turner, Christine Matthies, (Absent) Herb Foster

III. Open issues

a) Treasurer's Report

Checking	\$3,719.25
CD	\$5,313.11
Total	\$9,032.36

IV. Old business

a) Closing the CD

- Ben reported that there will be a \$4 penalty to close the CD
- A motion was made to close the CD and passed

V. New business

a) Programs

- September 20th event had 21 people attend
- Very interactive presentation, and documents from the speaker will be provided for posting on our website.
- November program is in Brookfield and Gordon Hoke is scheduled
- Send a "Save the Date" email for the remaining known schedule
- March 2017 meeting- Maggie to contact Joseph Suster about coming to speak on NARA records
- Spring Seminar – Chris will get confirmation of location in December. Date set for April 27th

b) Membership

- No change in numbers since last report
- Follow up with Arlyce and Rick on progress of Membership Drive

c) Website

- Members reviewed the proposed new website designed by Maggie on the Word Press platform and suggested changes
- Additional review and possible approval to be determined at the next board meeting in November.
- Things to consider will be who will have access to change and update content
- In person or “go to” meetings may be scheduled to train on existing Sharepoint site and/or new site.

d) Next Meeting

- November 3, 2016 (conference call)

VI. Adjournment

Donald Force adjourned the meeting at 8:08 a.m.

Minutes submitted by: Maggie Elice Turner, Secretary

Minutes approved by: _____